



## **TIME TRAX LITE**

---

Time Attendance Systems

Version: 2.0

# Usage Manual

INTEGRATED INFORMATION SYSTEMS

# User Manual

---



© United Software Engineering FZE  
Dubai, U.A.E.  
Phone +971.4.3409818 • Fax +971.4.3407851

---

# Table of Contents

## **Terminal Details**

- About the Terminal
- Data Synchronization
- Time & Attendance Usage
- Working Hours Calculation

## **Reporting Software**

- Setup
- Reports

# Terminal Details

## *About the Terminal*

The terminals supported by this software are as follows:

Brand: S900,NxtID

Type: Proximity Card Reader and/or Fingerprint Identification System.

## *Data Synchronization*

The data between the Machine and the Software is synchronized by a DATA SYNCHRONIZER which is installed along with the application.

The SYNCHRONIZER collects the data from the Machine and updates it to the Time Attendance Application. Once so done, the same will be available to the users of TimeTrax for reporting.

Following is the data that gets synchronized.

1) Employee Details:

Details of the Employees are synchronized as entered in the Machine. The ID of the Employee will be the same as the Machine ID of the Employee. We can add the Employee's through TimeTrax application and must provide the same Machine id what we specify in the Device Software.

2) Attendance:

The attendance data for all employees from all the Machines is synchronized by the DATA SYNCHRONIZER to the application at an interval of 5 minutes.

The DATA SYNCHRONIZER is an automated application and will run on the machine where the application is installed.

## *Working Hours Calculations*

This is how the calculation will be done: -

Assume: Office timings are from 8:00am to 18:00pm and Report Time is 8.30am.

### e.g. 1

Morning In: 08:30

Evening Out: 18:00

Work Hours: 09 Hours 30 Minutes.

### e.g. 2

Morning In: 08:42

Evening Out: 17:43

Work Hours: 9 Hours 01 Minutes.

Late Hours: 12 Minutes

Early Leaving: 17 Minutes

### e.g. 3

Morning In: 08:25

Evening Out: 18:49

Work Hours: 10 Hours 24 Minutes.

OT Hours: 24 Minutes

## Reporting Software

Name : TimeTrax

Version : 2.0

## *Starting the Application*

To start the application you type <http://computername/timetrax> in the Internet Explorer. Once you type and press enter key, Login screen will come.

## Navigation

To navigate through the application use the menu's.



## Masters Menu



The Masters menu allows you the following options:

**Shifts:** To define, reset or review shift timings of the organization.

**Departments:** To define, reset or review the Groups of the Employees.

**Designation:** To define, reset or review the Designations of the Employees.

**Location:** To define, reset or review the Location of the Employees.

**Holidays:** To define the Overall Holidays of the Organization. The weekly off(s) will be

defined for each shift. In that case only the public or special holidays will be defined here.

Ramadan Schedule: To define, Ramadan timing of the organization

Employee: To add, update or view the details set for each Employee.

Device Master: To define the number of time attendance devices

## *Shifts*

Here the user can define the Shifts/ Timings for his Organization.

**Shift: Add New**

Shift Details :

Shift Name :

Shift Type :

Start Time :

End Time :

Report Time :

Work Hours :

Ramdan Timings:

Start Time :

End Time :

Work Hours :

Break Details :

Start Time :

End Time :

Break Hours :

Half Day :

Half day :

End Time :

Weekly Off

Weekly Off1 :

Weekly Off2 :

Active Status : ☒

### *Add Screen Details:*

Shift Name: Name of the Group.  
Mandatory, Unique

Shift Type: Specify whether it is Day or Night.

Start Time: Starting time of the shift.  
Mandatory. Time field.  
Format: HH.MI,  
Hours should be as per 24 hours clock. So 5pm is 1700 hours.



Minutes (MI) cannot exceed 59.  
Range: 00.00 to 23.59

End Time: Ending time of the shift.  
Mandatory. Time field.  
Format: HH.MI Range: 00.00 to 23.59  
Other Constraints: Should be after the “Start time”.

Report Time: Time by which the employees should report to avoid being marked late.  
Mandatory. Time field.  
Format: HH.MI Range: 00.00 to 23.59  
Other Constraints: Should be after the “Start time” and before the “End time”.

Work Hours: Calculated field.  
 $\text{Work Hours} = (\text{end time} - \text{start time}) - \text{break hours}$   
Non-Editable

Break Hours: The time given for lunch break to the employees in the group.  
Mandatory. Time field.  
Format: HH.MI Range: 00.00 to 23.59  
Other Constraints: Should be less than the “work hours”.

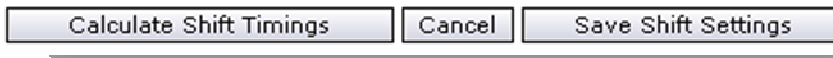
Ramadan Timing: The timing for this Shift during Ramadan. If not specified, it will be taken as the “In” and “Out” time of the Shift.  
Mandatory. Time field.  
Format: HH.MI Range: 00.00 to 23.59

Half Day: If the Shift has a Half Day of attendance during the week, it can be specified here. Along with this, the user also has to specify the “Out” timing for the day.  
If selected, Time Out becomes Mandatory.  
Time field. Format: HH.MI Range: 00.00 to 23.59

Weekly Off: In a multi-shift setup, it is always advisable to have the weekly offs specified here instead of the Holiday Master.  
You can have 2 weekly offs if your company follows a 5 day week.

### *Adding a Shift*

To calculate shift timings click “Calculate shift Timings” button then to add a new Shift, Click on the ADD button.



The “Cancel” button will cancel the adding operation.

### *Editing a Shift*

To edit an existing shift, from shift View all screen click “Edit” link. The application will fetch all the details. Once displayed all records, make changes and press the save button.



The “Cancel” button will cancel the editing operation.

Note: Shift Name Should be unique.

### *Deleting a Shift*

To delete a shift, from shift view all Screen click “Delete” link. The application will fetch all the details. Once displayed all records, press the Delete button.



The application will ask for the confirmation before deleting.

**Restrictions:** If there are Employees defined for the shift, it cannot be deleted.

### *Department*

Here the user can define the Department’s for the Employees.

**Departments: Add New**

Department Name :

Department ID in Machine :

Default Shift :

OT : ☐

Active Status : ☒

OK Cancel

### *Add Screen Details:*

**Department Name:** Name of the Department. Mandatory, Unique

**Overtime:** Specify whether Overtime is applicable to this Department.

**Default Shift:** The default Shift of the Employee belonging to this group. This option is applicable only if the Shift definitions are as per Department.

**Active Status:** Specify whether this Department is Active.

The “Cancel” button will cancel the adding operation.

### *Editing a Department*

To edit an existing Department, from Department View all screen click “Edit” link. The application will fetch all the details. Once displayed all records, make change and press the save button .



**Note:** Department name should be unique.

### *Deleting a Department*

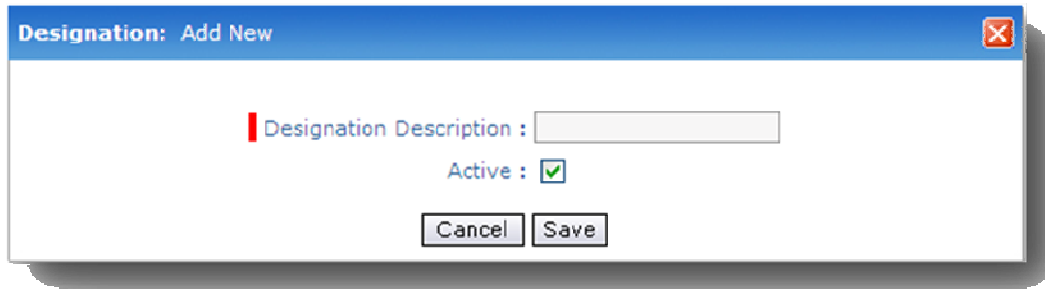
To delete a Department, from Department view all Screen click “Delete” link. The application will ask for the confirmation before deleting.



**Restrictions:** If there are Employees defined for the Department, it cannot be deleted

### *Designation*

Here the user can define designation for the Employees.



### *Add Screen Details:*

Designation Name: Designation.  
Mandatory, Unique

Active Status: Specify whether this Designation is Active.

The “Cancel” button will cancel the adding operation.

### *Editing a Designation*

To edit an existing Designation, from Designation View all screen click “Edit” link. The application will fetch all the details. Once displayed all records, make change and press the save button .



Note: Designation should be unique.

### *Deleting a Designation*

To delete a Designation, from Designation View All Screen click “Delete” link.

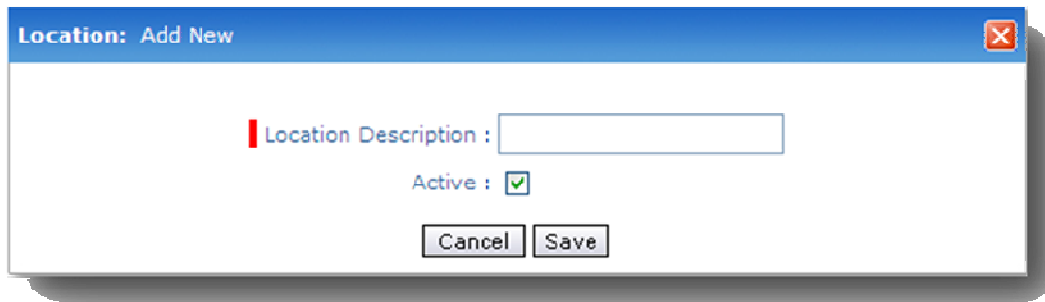


The application will ask for the confirmation before deleting.

**Restrictions:** If there are Employees defined for the Department, it cannot be deleted.

### *Location*

Here the user can define the Location’s for the Employees.



### *Add Screen Details:*

Location Name: Name of the Location.  
Mandatory, Unique

Active Status: Specify whether this Department is Active.

The “Cancel” button will cancel the adding operation.

### *Editing a Location*

To edit an existing Location, from Location View all screen click “Edit” link .  
The application will fetch all the details. Once displayed all records, make change and press the save button.



Note: Location should be unique.

### *Deleting a Location*

To delete a Location, from Location View All Screen click “Delete” link. The



The application will ask for the confirmation before deleting.

**Restrictions:** If there are Employees defined for the Location, it cannot be deleted.

### *Holiday*

Here the user can define the Holidays.

| Description                | Holiday Type | From Date   | To date     | Actions |
|----------------------------|--------------|-------------|-------------|---------|
| Fridays: 25 December, 2009 | Weekly       | 25-Dec-2009 | 25-Dec-2009 |         |
| Fridays: 18 December, 2009 | Weekly       | 18-Dec-2009 | 18-Dec-2009 |         |

### *Screen Details:*

There are three types of Holidays, Weekly, and Public & Special. Public and Special Holidays are applicable to all the Employees over all Departments and Shifts.

Weekly holidays are applicable only to the employees where Weekly Offs is specified in the Shift Details. If the Shift given to an Employee, either through the Employee master or through the Shift Roster, has an off defined for it.

### *Adding a Holiday*

To add a new Holiday, first select the Leave Type and give some description and finally select date from the Calendar and then click on the “Add Holiday Schedule” button.

### *Deleting a Holiday*

From View All list click the Delete button icon.

The application will ask for the confirmation before deleting.



### *Ramadan Schedule*

Here the user can define the Ramadan.

### *Screen Details:*

Start Date: Ramadan start date.

End Date: Ramadan end date.

### *Adding a Holiday*

To add a new Ramadan date, select start date and end date from the Calendar and then click on the “Add Ramadan Schedule” button. It checks validation and it will add.

### *Deleting a Holiday*

From the list click the Delete button icon.

The application will ask for the confirmation before deleting.



### *Employee*

Here the user can define the details of the Employees.

**Employee: Add New**

Employee Details :

Employee Name :  Emp. Device ID :

Emp. Company ID :  Department :

Category :  Joining Date :

Designation :  DOB :

Gender : ☒ Male ☐ Female Nationality :

Active : ☒

Location:

Location :  From Date :

Attendance Parameters:

OT : ☒ Yes ☐ No Ramadan Timings App. : ☒ Yes ☐ No

Supervisor :

Select supervisor :  From Date :

In case of employee leaving the company :

Last Date :  Card Return Date :

Contact Details :

Phone No. :  Email :

Mobile No. :

Contd-2

Employee 's Work Timings :

Shift Name :

Shift Type :

Shift Start Time :  Shift End Time :

Shift Report Time :  Work Hours :

Break Start Time :  Break End Time :

Break Hours :

Half Day :  Half Day End Time :

Ramadan Start Time :  Ramadan End Time :

Ramadan Work Hours :

Weekly Off1 :  Weekly Off2 :

Calculate Shift Timings Cancel Save

### Screen Details:

Name: Name of the Employee.  
Mandatory, Unique



### *Personal Details*

You can define the Personal Details of the Employee here. These will include:

- Designation
- Employee Device ID.(Number registered in the Device)
- Employee company ID(Internal Company ID ,if any)
- Phone
- Category
- Location(Mandatory)
- Department
- Shift of Working (will display list of Shifts defined earlier)
- DOB
- Active Status of the Employee
- **Joining Date (Mandatory Field, Format: DD/MM/YYYY)**

As per the Department Selected, the application will display the Timings of the Employee.

If we defined any default shift to the department, otherwise we select shift from the drop down list.

Here for the selected Employee if the timing is different from the Shift Selected, the same can be specified here.

### *Editing an Employee*

To edit an existing employee, from employee from the View All screen click "Edit" link. The application will fetch all the details. Once fetched, the details will be available for Editing.



Once all the details are updated. Press the "Save" button to save the changes.

Note: Employee Device ID should be unique

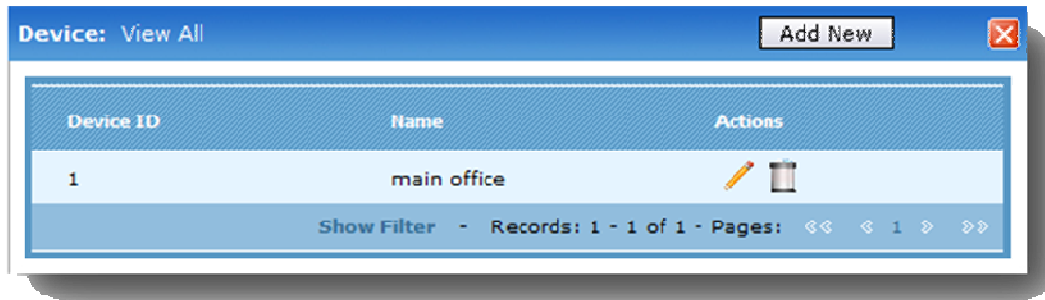
### *Deleting an Employee*

To delete a Designation, from Designation View All Screen click "Delete" link. The application will ask for the confirmation before deleting.

**Restrictions:** An Employee CANNOT BE DELETED if he has attendance for a day. You can however make it "In-active".

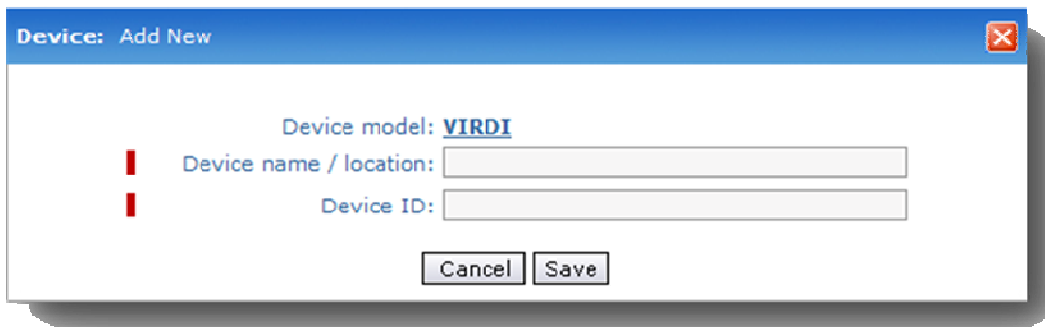
The employee once made inactive will not appear on any of the reports.

### *Device Master*



Here the user can define the time attendance devices to pull the data from.

### *Add New Device*

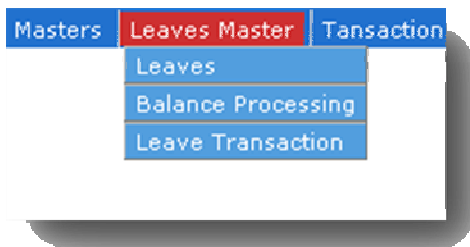


Device Model: selected model of the time attendance device

Device name / location: location of the device to be appeared in the reports

Device ID: ID of the device to map the incoming data from that particular device

### *Leave Master Menu*



The Leave Master menu allows you the following options:

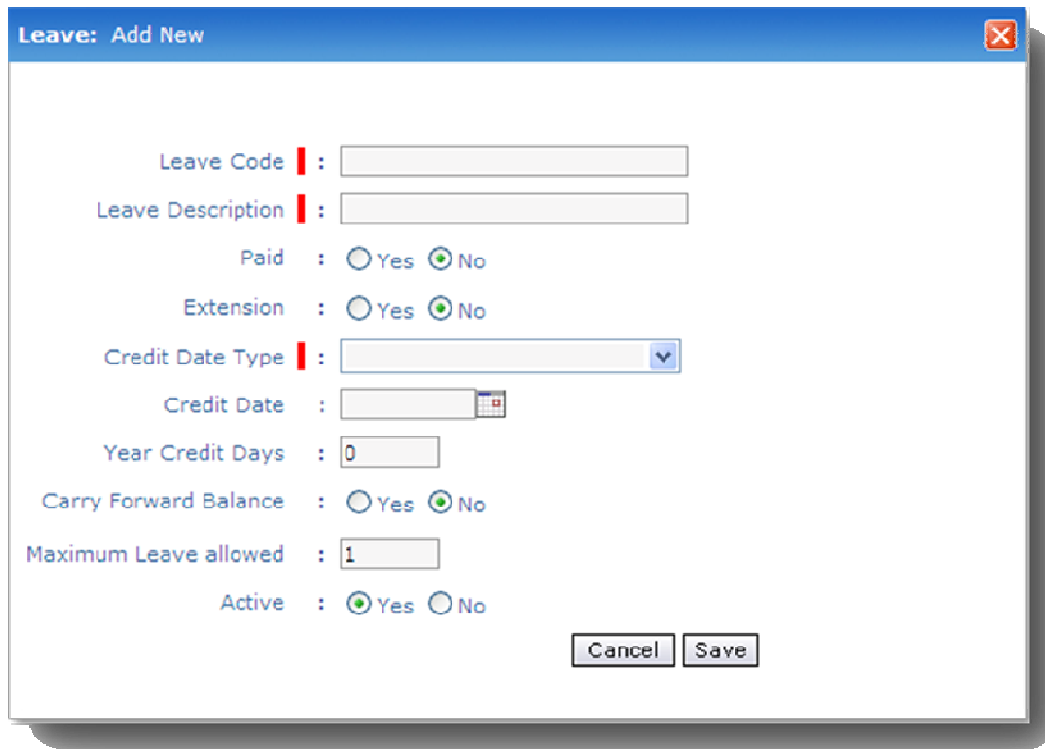
Leaves: To define the Leaves types.

Balance Processing: To process the leaves to all employees.

Leave Transaction: To avail the Leave

## *Leave*

Here the user can define the Leave for his Organization.



Leave: Add New


Leave Code :

Leave Description :

Paid : ☐ Yes ☒ No

Extension : ☐ Yes ☒ No

Credit Date Type :

Credit Date :  

Year Credit Days :

Carry Forward Balance : ☐ Yes ☒ No

Maximum Leave allowed :

Active : ☒ Yes ☐ No

### *Add Screen Details:*

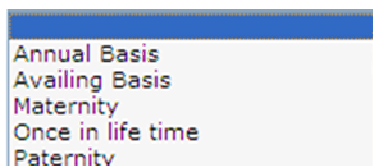
Leave Code: It is short code for Leave.

(Mandatory and Unique)

Leave Description: Description for the Leave.

(Mandatory)

Paid (Yes/No): Whether it is paid leave or unpaid leave.



Annual Basis  
Availing Basis  
Maternity  
Once in life time  
Paternity

Extension: Latter it can be extendable or not.

Credit Date Type: Type of leaves. It is 5 types.

(Mandatory)

1. Annual Basis: They can avail this leave once in a year.
2. Availing Basis: They can avail this leave as we defined.
3. Maternity: They can avail this leave once in life time.
4. Once in Life Time: They can avail this leave once in life time.
5. Paternity: They can avail this leave once in life time.

Credit Date Type: This is the start Date of this leave.

Year Credit Days: Total leave days.

Carry Forward Balance (yes/No): If employee has not availed this leave, it can be carry forward to next year or not.

It is carry forward, it asks for “Maximum Credit Days”, here we mention how many days that he can avail the leave.



Maximum Credit Days : 0

Maximum leave Allowed: It means how many times he can avail this leave.

To add a new Leave, Click on the ADD button.

The “Cancel” button will cancel the adding operation.

*Balance Processing*

Here we are processing the leave to all employees.

**Balance Processing**

Select Leave : AVL

**Leave Details:**

|                       |                  |
|-----------------------|------------------|
| Leave Description     | : Availing Basis |
| Paid                  | : No             |
| Credit Type           | : Annual Basis   |
| Credit Date           | : 01/May/2009    |
| Year Credit Days      | : 30             |
| Max.Credit Days       | : 0              |
| Year End Lapse        | : No             |
| Maximum Leave Allowed | : 1              |

Valid till date\* :

### *Screen Details:*

Select Leave: It displays all the active leave that we defined.

Valid till Date: It means until when this leave is applicable.

It is simple to process the leaves, select the leave from the drop down list once selected it displays the leave details as per the selection.

Click “Apply Leave Balance” to process the selected leave to all employees.

Note:

(1).Leave start date is “credit date”, in leave details panel we can see and “valid till date” is Leave end date that we are specifying here.

(2).Only Leaves are processed to active employees.

## Leave Transaction

The screenshot shows a 'Leave Transaction' window with the following elements:

- Select Employee :** A dropdown menu with 'AHAMED MUSTHAFA-00631' selected.
- Select Leave :** A dropdown menu with 'SKL' selected.
- Leave Balance Details :** A table showing balance information.
- Leave Transactions :** A table showing transaction details.
- From Date :** A date input field with a calendar icon.
- To Date :** A date input field with a calendar icon.
- Days Count :** A text input field.
- Buttons:** 'Cancel' and 'Update' buttons at the bottom.

| Credit Date | Opening Balance | Availed Leaves | Closing Balance | Effective To Date |
|-------------|-----------------|----------------|-----------------|-------------------|
| 01-Apr-2009 | 14              | 11             | 3               | 31-Mar-2010       |

| From date   | To date     | Leave days |
|-------------|-------------|------------|
| 20-May-2009 | 30-May-2009 | 11         |

### Screen Details:

**Select Employee:** Select the Employee from the drop down, who is avail the leave.

**Select Leave:** It displays the processed leave code.

**From Date:** From when employee takes the leave.

**To Date:** Until date he is on leave.

**Days Count:** Total leave days.

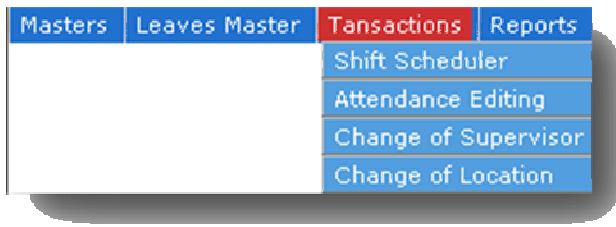
### Add Transaction

Select the employees from the list as per the selection processed leave code are displays. Further we select the leave it displays leave balance details and leave details for the particular selected leave.

After providing the date range .Leave will be added when we click the "Update" button.

Note : Leaves can be extendable only ,If we defined the leave as a extension “Yes” in add new leave screen.

### *Transaction Menu*



The Transaction menu allows you the following options:

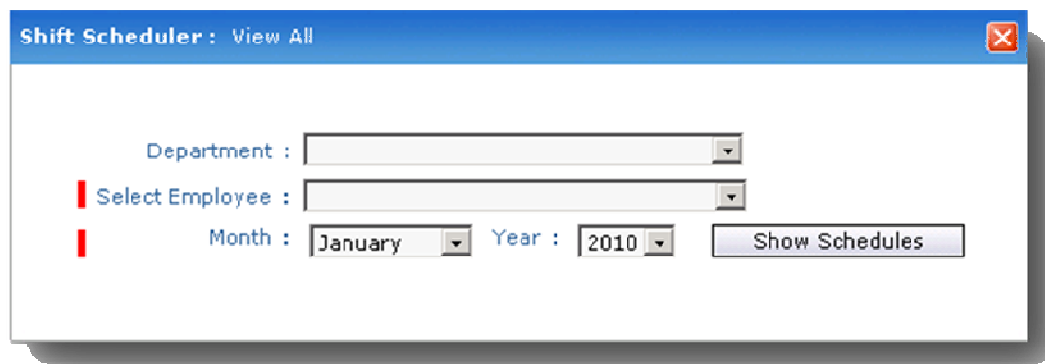
Shift Scheduler: To schedule the shift of the employee

Attendance editing: To change the attendance of the employee

Change of Supervisor: To change the current Supervisor of the employee.

Change of Location: To change the current Location of the employee.

### *Shift scheduler*



Select Department: Select the department

Select Employee: Select employee which is under the selected department

Month and Year: select the month and year for shift schedules

### *Attendance Editing:*

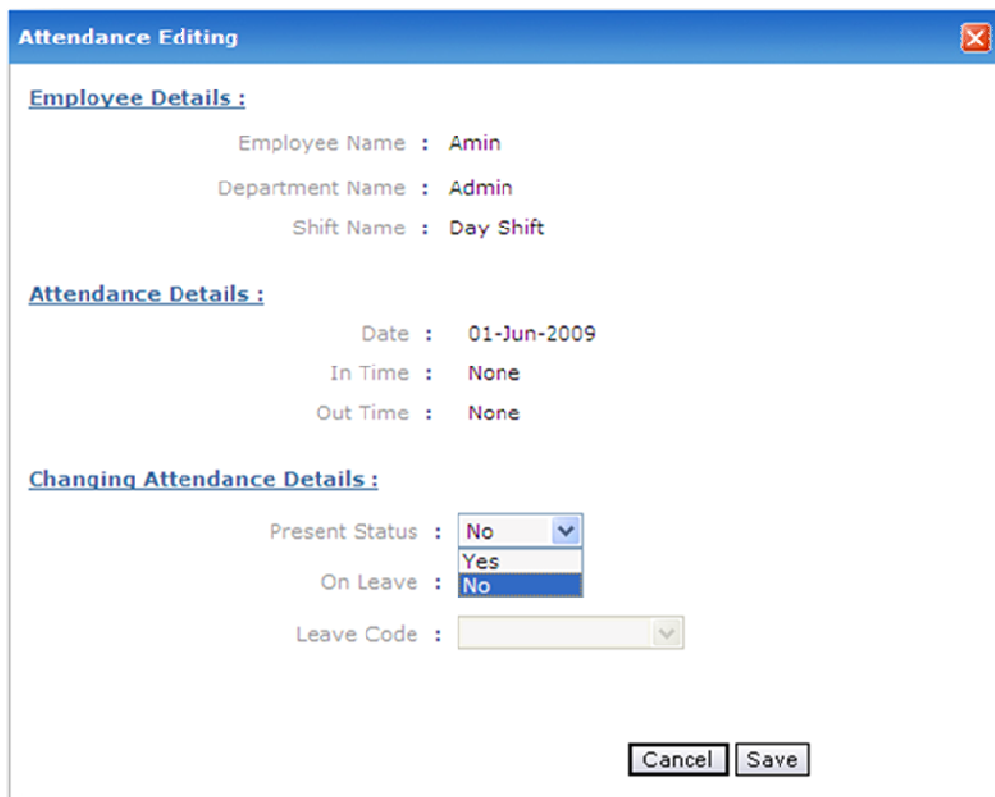
Attendance Editing we do manually



The screenshot shows a table titled "Attendance Editing" with the following columns: Employee Name, Date, IN Time, OUT Time, Present, Leave Code, and Actions. A single record is displayed for Employee Name "Amin", Date "01-Jun-2009", IN Time "0", OUT Time "0", and Present "No". The Actions column contains icons for edit and delete. Below the table, there is a status bar showing "Show Filter", "Records: 1 - 1 of 1", and "Pages: 1".

| Employee Name | Date        | IN Time | OUT Time | Present | Leave Code | Actions   |
|---------------|-------------|---------|----------|---------|------------|---|
| Amin          | 01-Jun-2009 | 0       | 0        | No      |            |   |

Attendance editing page



The screenshot shows the "Attendance Editing" form with three sections: "Employee Details:", "Attendance Details:", and "Changing Attendance Details:". The "Employee Details:" section shows Employee Name: Amin, Department Name: Admin, and Shift Name: Day Shift. The "Attendance Details:" section shows Date: 01-Jun-2009, In Time: None, and Out Time: None. The "Changing Attendance Details:" section shows Present Status: No (selected), On Leave: No (selected), and Leave Code: (empty). At the bottom, there are "Cancel" and "Save" buttons.

**Employee Details :**

Employee Name : Amin  
Department Name : Admin  
Shift Name : Day Shift

**Attendance Details :**

Date : 01-Jun-2009  
In Time : None  
Out Time : None

**Changing Attendance Details :**

Present Status :    
On Leave :    
Leave Code :



In above screen

If you want mark employee as present, select present status as Yes.

Note: We mark employee present, it takes default shift In Time and OUT Time.

If you want mark employee as absent, select present status as No.

We can also mark as s leave.

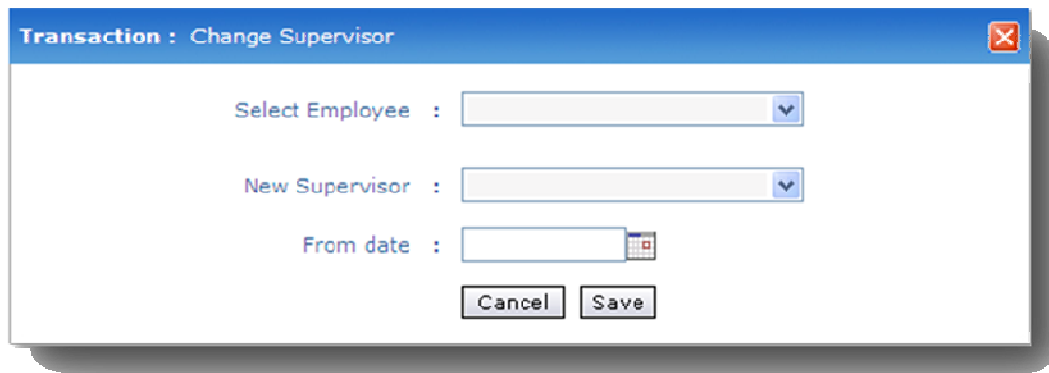
The screenshot shows a window titled "Attendance Editing" with a close button in the top right corner. The window is divided into three sections:

- Employee Details :**
  - Employee Name : Amin
  - Department Name : Admin
  - Shift Name : Day Shift
- Attendance Details :**
  - Date : 01-Jun-2009
  - In Time : None
  - Out Time : None
- Changing Attendance Details :**
  - Present Status : No (dropdown menu)
  - On Leave : ☒ (checkbox)
  - Leave Code : (dropdown menu showing MTR, ANL, AVL)

At the bottom right of the window are two buttons: "Cancel" and "Save".

For that just we check on leave check box then select the defined leave from list and click "Save" button.

## *Change of Supervisor*



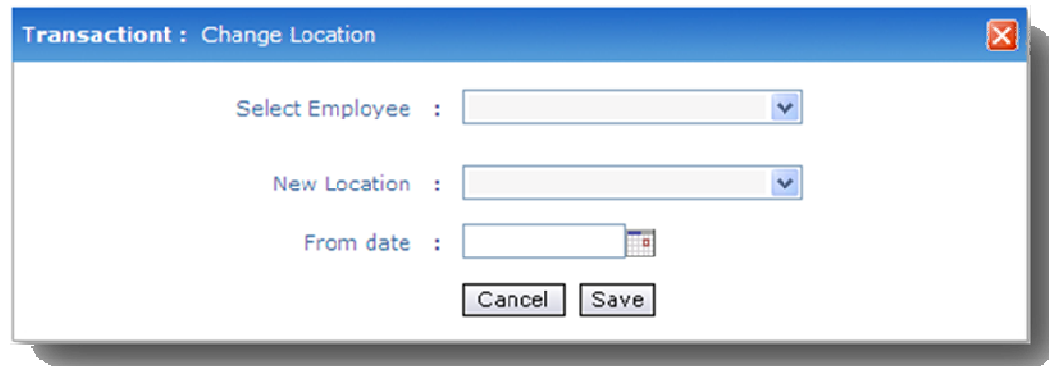
The screenshot shows a dialog box titled "Transaction : Change Supervisor". It contains three input fields: "Select Employee" (a dropdown menu), "New Supervisor" (a dropdown menu), and "From date" (a date picker). At the bottom, there are two buttons: "Cancel" and "Save".

### *Screen Details*

Select Employee: to whom you want to change the supervisor  
New Supervisor: Assign the new Supervisor to the selected employee.  
From Date: From when he will be reporting to new supervisor

**Restrictions:** From date should be greater than today date.

## *Change of Location*



The screenshot shows a dialog box titled "Transaction : Change Location". It contains three input fields: "Select Employee" (a dropdown menu), "New Location" (a dropdown menu), and "From date" (a date picker). At the bottom, there are two buttons: "Cancel" and "Save".

### *Screen Details*

Select Employee: To whom you want to change the Location.  
New Location: Assign the new location to the selected employee.  
From Date: From when he will be work in new Location

*Restrictions:* From date should be greater than today date.

## *Report Menu*

This menu allows the user to print reports related to attendance and time tracking.



## *Events Report*

This report displays every terminal accessed by the user.

## *Absence Report*

This report displays the List of Employees absent. Again this is parameterized report.

## *Lateness Report*

This report displays the List of Employees who has come in late, i.e., after their "Start Grace time".

## *Early Leavers Report*

This report displays the List of Employees who has left before their designated “end time”.

### *Daily Attendance Report*

This report displays the attendance details of the employee by date. It shows In Time, Out Time, Work Hrs, Late Hrs, Early Hrs and Extra Hrs.

### *Monthly Attendance Summary Report*

This report again is very summarized. The Attendance Data of the Employees are shown Monthly from the First day to the last day of every month.

### *Employee Overtime Report*

This report displays the Overtime of Employees. OT refers to the extra hours over and above the normal working hours.

### *Leave Register*

This report displays employee availed leave details.

### *Supervise Report*

This report displays the attendance details of the Supervisors in a Company.

### *Location wise Report*

This report displays the Location wise details

### *User Daily Login Report*

This report displays the user login details

### *Master Reports*



*List of Shift:* This report list all shift details

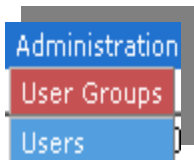
*List of Departments:* This report lists all departments

*List of Designation:* This report list all designations

*List of Location:* This report shows all the locations

*List of Employee:* This report lists all employee details

## *Administration*





## *User Groups*

| S.No | Group Name | Group Type | Actions   |
|------|------------|------------|---|
| 1    | Operator   | Internal   |    |

Show Filter - Records: 1 - 1 of 1 - Pages: 1

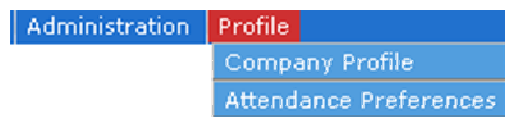
## *Users*

Users: View All Add New

| Username | Group Name    | First Name | Last Name | Active | Actions   |
|----------|---------------|------------|-----------|--------|---|
| admin    | Administrator | Admin      |           | Yes    |   |


Show Filter - Records: 1 - 1 of 1 - Pages: << >>

## Profile



## Company Profile

**Company Profile** ✖

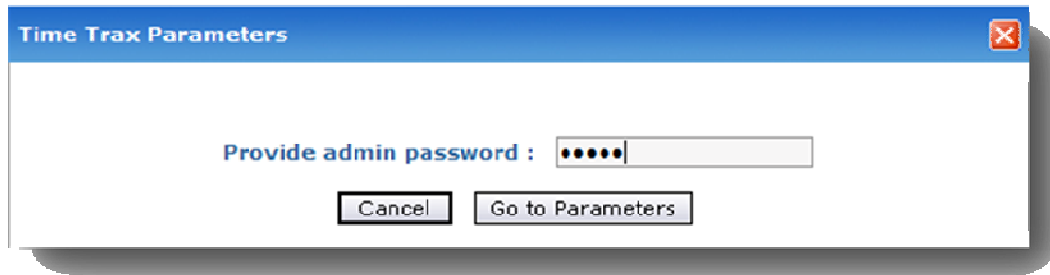
Company name  :  Company short name :

Contact person name :  Email  :

## Attendance Preferences

### Parameters

This screen allows to set/modify certain parameters related to the time attendance policies for Time Trax calculations.



Once the administrator password is specified it will lead to the below screen.

.END OF THE MANUAL.